

## CHAPTER 24

### PASTORAL CARE SERVICES

### STANDARD OPERATING PROCEDURE

### 500 BED FLEET HOSPITAL

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## 500 BED FLEET HOSPITAL

### STANDARD OPERATING PROCEDURES OUTLINE

#### PASTORAL CARE SERVICE

A. **MISSION:** Provide programs of ministry to support the free exercise of spiritual growth of all patients and staff. Support the healing mission of the Command by promoting and providing for the spiritual, religious, moral, corporate, and personal well-being of patients and staff through appropriate ministries.

B. **FUNCTIONS:**

1. Conduct divine services.

2. Facilitate the free exercise of spiritual growth for all.

3. Provide for the direct spiritual care of patients and staff (to include appropriate sacramental and pastoral ministry), with a consistent program of visitation.

4. Develop plans, programs, and budgets to execute religious ministries within the Fleet Hospital.

C. **PHYSICAL DESCRIPTION:**

1. Location within complex:

2. Sheltering.

Type: Temper Tent.

Quantity: One.

3. Material.

IOL: CHAP

D. **SPECIAL CONSIDERATIONS:**

1. Sacrament of Anointing of the Sick (last rites).

(a) Must be performed by a chaplain.

(b) Anointing is for all patients.

(c) It can be repeated.

(d) Olive oil is customary.

(e) Charism can be used as a substitute in an emergency.

2. Collateral duties for chaplains and RP's.

Should be assigned in accordance with OPNAVINST 1730.1A, Encl (3), Para 2.g and Encl (1), para 2.c.

3. Lay readers.

Should be selected and used in accordance with OPNAVINST 1730.1A, Encl (1), Para 2d; MILPERSMAN 5810150

E. **WORKLOAD:** N/A.

F. **ORGANIZATION:**

1. Responsibility. The Director (supervisory chaplain) of Pastoral Care Service is the senior chaplain assigned to the Fleet Hospital. He has responsibility to the Commanding Officer through the Executive Officer for administering, supervising, and facilitating religious ministries and chaplain activities. This responsibility includes the professional supervision of assigned chaplains and enlisted personnel. Functions of the Director are listed in TAB G-1. The second chaplain will perform duties as assigned by the Director. Two Religious Program Specialists (RP's) are assigned to work only under the direct supervision of the chaplains.

2. Organizational chart.

Director  
of  
Pastoral Service

Division Officer (2)

Religious Program Specialist (3)

3. Staffing.

(a) Criteria (as published in Navy Manpower Engineering Program Staffing Standard ICS04.004):

(1) Three Chaplains and three Religious Program Specialists for a 500 Bed hospital.

(2) One Roman Catholic chaplain, two Protestant chaplains.

(b) Staffing pattern: Two 12-hour watches.

<u>Personnel</u>	<u>AM Watch</u>	<u>PM Watch</u>	<u>Assigned</u>
Chaplain	1 (05)		1

Chaplain	1 (04)	1
Chaplain	1 (03)	1
Religious Program Specialist	1 (E4)	1
Religious Program Specialist	1 (E3)	1 (E3) 2

4. Assignments by Billet Sequence Code: See TAB A,page 8.

5. Watch Bill: See TAB B,page 9.

6. Special Watches: N/A

G. **TASKS.**

Task	Method
1. CONDUCT DIVINE SERVICES	<p>1.1 Conduct in accordance with the manner and forms of the chaplain's particular faith group.</p> <p>1.2 Inform all participants (choir director, musical accompanist, lay reader, guest speaker, ushers, etc) of the date and time of their commitment.</p> <p>1.3 Coordinate use of worship area(s) with appropriate office(s) as required.</p> <p>1.4 Prepare worship bulletin(s) in accordance with NAVEDTRA 287-01-45-82 Chapter 6 and local requirements.</p> <p>1.5 Rig for worship service(s) in accordance with NAVEDTRA 287-01-45-82 Chapter 3 and officiating chaplain's requirements.</p> <p>1.6 Unrig worship area(s).</p>
2. PROVIDE FOR DIRECT SPIRITUAL CARE OF PATIENTS AND STAFF WITH A CONSISTENT PROGRAM OF VISITATION	<p>2.1 As required and in accordance with the following priorities: 1st - Casualty Receiving area (in this priority:</p> <p>A - "expectant"; B - "immediate"; C - "delayed"; D - "walking wounded"),</p>

2nd - Intensive Care patients,

3rd - All other patients and  
hospital staff.

- |   |   |
|---|---|
| 3. ADMINISTER COMMUNION   | 3.1 In accordance with the manner and forms of the chaplain's particular faith group.   |
| 4. PERFORM MARRIAGE   | 4.1 In accordance with BUPERSINST 1752.1.   |
| 5. PERFORM BAPTISM  | 5.1 In accordance with the manner and forms of the chaplain's particular faith group.   |
| 6. ADMINISTER CONFIRMATION  | 6.1 In accordance with the manner and forms of the chaplain's particular faith group.   |
| 7. ADMINISTER FIRST   | 7.1 In accordance with the manner and forms of the chaplain's particular faith group.   |
| 8. HEAR CONFESSION/<br>PENITENTIAL COUNSELING                               | 8.1 In accordance with the manner and forms of the chaplain's particular faith group.   |
| 9. PERFORM SACRAMENT OF<br>ANNOINTING THE SICK                              | 9.1 In accordance with teachings of Roman Catholic Church.  |
| 10. PERFORM OTHER RITES   | 10.1 In accordance with the manner and forms of the chaplain's particular faith group.  |
| 11. VISIT CONFINED PERSONNEL  | 11.1 Coordinate with supervisor(s) of confined space(s).  |
| 12. ORGANIZE VOLUNTARY<br>PROGRAMS OF RELIGIOUS<br>EDUCATION                | 12.1 Bible studies, discussion groups, denominational studies, etc.   |
| 13. PREPARE AND SUBMIT<br>1730.1A<br>PLANNED MINISTRY.,<br>OBJECTIVES (PMO) | 13.1 In accordance with OPNAVINST<br><br>Encl (2), Pg 5.  |
| 14. SUBMIT REPORTS  | 14.1 Report quarterly, a summary of activities to the NAVMEDCOM Staff Chaplain via the appropriate Geographic Command (GEOCOM) Staff Chaplain in accordance with OPNAVINST 1730.1A, Para 7. |

- |  |  |
|--|--|
| 15. INFORM PUBLIC AFFAIRS OFFICER,                                   | 15.1 Provide timely information in the format required to the designated Public Affairs Officer of religious activities of interest to patients and staff.   |
| 16. MAINTAIN DEPARTMENTAL LOG  | 16.1 In accordance with traditional Navy formats. At a minimum, the log should report: <ul style="list-style-type: none"> <li>- Musters.</li> <li>- Personnel transactions.</li> <li>- Inspections.</li> <li>- Material conditions or deficiencies.</li> <li>- Hazards.</li> </ul> |
| 17. ENSURE CONSTANT AVAILABILITY OF CHAPLAIN AND RP FOR THE HOSPITAL | 17.1 Establish a duty watch program if necessary.  |
| 18. MAINTAIN THE RELIGIOUS OFFERINGS FUND (ROF)                      | 18.1 In accordance with OPNAVINST 1730.1A, Encl (2) and NAVEDTRA 287-02-45-81.   |
| 19. CONDUCT COMMAND RELIGIOUS PROGRAM                                | 19.1 Provide publicity, materials, and facility support for the command religious program (CRP) in accordance with NAVEDTRA 287-01-45-82, Chap 6; local policy.  |
| 20. ESTABLISH AND MAINTAIN HOSPITAL (CREW'S) LIBRARY                 | 20.1 In accordance with NAVEDTRA 287-01-45-82, Chap 8; App A; App B and NAVEDTRA 38021.  |
| 21. OBTAIN SUPPLY SUPPORT FOR CRP                                    | 21.1 In accordance with NAVEDTRA 287-02-45-81; Commander's Library, Chap 10.   |
| 22. MANAGE DEPARTMENTAL OFFICE                                       | 22.1 In accordance with NAVEDTRA 287-03-45-83, Chap 2.   |
| 23. MAINTAIN OFFICIAL FILES AND RECORDS                              | 23.1 In accordance with NAVEDTRA 287-03-45-83, Chap 3.   |
| 24. MAINTAIN PUBLICATIONS AND DIRECTIVES                             | 24.1 In accordance with NAVEDTRA 287-03-45-83, Chap 4.   |
| 25. PREPARE CORRESPONDENCE   | 25.1 In accordance with NAVEDTRA 287-03-45-83, Chap 5.   |

H. **STANDARD OPERATING PROCEDURES:**

See TAB C, page 10.

- I. CLINICAL POLICIES/GUIDELINES: N/A
- J. STANDARDS AND JOB DESCRIPTIONS: See TAB D, page 19.
- K. DOCUMENTATION:
1. References See TAB E, page 44.
  2. Forms See TAB F, page 47.



**TAB A**

**ASSIGNMENTS BY BILLET SEQUENCE CODE**

Department: Pastoral Care Service

<u>Billet Number</u>	<u>Title</u>	<u>Designator/</u>	<u>Rank/ rate</u>
02029	Supervisory Chaplain	4100	0-5
74029	Chaplain	4100	0-4
74049	Chaplain	4100	0-3
74019	Religious Program Specialist	0000	E-4
74039	Religious Program Specialist	0000	E-3
74041	Religious Program Specialist	0000	E-3

**TAB B**

**WATCH BILL FOR PASTORAL CARE SERVICE**

Supervisory Chaplain (CDR)	AM Watch
Chaplain (LCDR)	AM Watch
Chaplain (LT)	PM Watch
LPO (RP3)	AM Watch
RPSN	AM Watch
RPSN	PM Watch

Since one chaplain will be a Protestant and the other a Roman Catholic, each chaplain will necessarily be on call during the period in which he/she is not on watch.

TAB C  
STANDARD OPERATING PROCEDURE  
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**TAB C-1**

**AFTER DEATH MATRIX FOR SELECT FAITH GROUPS**

**Christian Heritage Groups**

Berkeley Christian Coalition

Autopsy: No restrictions.  
Burial: No restrictions.  
Cremation: No restrictions.

The Children of God

Autopsy: Permitted.  
Burial: No restrictions.  
Cremation: Permitted.

The Church of Christ, Scientist

Autopsy: Not a practice, except under special circumstances.  
Burial: Matter of individual decision.  
Cremation: A matter of individual choice.

Church of Jesus Christ of Latter Day Saints

Autopsy: No restrictions.  
Burial: If burial occurs in combat area where no bishop or LDS Chaplain is available, a worthy member holding the Melchizedek Priesthood may conduct a simple service or memorial.  
Cremation: Not encouraged, but left to family. If cremated, regular funeral services may be held.

General Conference of Seventh-Day Adventists

Autopsy: No restrictions.  
Burial: Individual preferences are honored.  
Cremation: Individual preferences are honored.

#### Holy Order of Mans

Autopsy: Not allowed.

Burial: The body is to remain at rest for three (3) days before disturbing it. Embalming is prohibited.

Cremation: Preferred and recommended.

#### Holy Spirit Association for the Unification of World Christianity

Autopsy: No restrictions.

Burial: To be conducted by a Church elder.

Cremation: No restrictions.

#### International Christian Ministries

Autopsy: No restrictions.

Burial: No restrictions.

Cremation: No restrictions.

#### The Mennonite Church

Autopsy: No restrictions.

Burial: No restrictions.

Cremation: Individual or family option.

#### Religious Society of Friends in the U.S.

Autopsy: No restrictions.

Burial: No restrictions.

Cremation: No restrictions.

#### The Reorganized Church of Jesus Christ of Latter Day Saints

Autopsy: No restrictions.

Burial: No restrictions.

Cremation: No restrictions.

#### Watchtower Bible and Tract Society of New York, Inc.

Autopsy:           Bodily mutilation for research purposes is discouraged.  
Burial:            No restrictions.  
Cremation:         Permitted.

#### The Worldwide Church of God

Autopsy:           No restrictions.  
Burial:            No restrictions.  
Cremation:         No restrictions.

### **Indian Heritage Groups**

#### Divine Light Mission

Autopsy:           No restrictions.  
Burial:            No restrictions.  
Cremation:         Permitted.

#### The International Society for Krishna Consciousness

Autopsy:           No restrictions.  
Burial:            No restrictions.  
Cremation:         Generally encouraged.

#### World Plan Executive Council

Autopsy:           No restrictions.  
Burial:            No restrictions.  
Cremation:         No restrictions.

### **Islamic Heritage Groups**

#### The Hanafi Muslim Movement

Autopsy:           Not allowed unless required by law.  
Burial:            The body must be washed, wrapped, and shrouded.  
Cremation:         Not allowed. Body must be returned to earth in its original form and shape.

#### The Sufi Order

Autopsy: No restrictions.

Burial: No restrictions.

Cremation: No restrictions.

#### The World Community of Islam in the West

Autopsy: Allowed if necessary and/or required by law.

Burial: The body is washed, two pieces of cotton placed in the mouth, one in each ear, one the anus. The eyes and sexual organs are covered. The body is then wrapped in a cotton sheet and a simple prayer is said for the soul of the deceased member.

Cremation: Not allowed. The body should return to earth in natural form.

#### **Japanese Heritage Groups**

##### Buddhist Churches of America

Autopsy: Individual or family preferences honored.

Burial: Individual or family preferences honored.

Cremation: Individual or family preferences honored.

##### Church of Perfect Liberty

Autopsy: May be performed when needed. However, permission from the family should be obtained, if possible.

Burial: A matter of individual choice. A minister must conduct burial or cremation service, and assist the family with the disposition of the remains.

Cremation: No restrictions.

##### Nichiren Shoshu Academy

Autopsy: No restrictions.

Burial: Individual choice; cremation preferred.

Cremation: Preferred, but not required.

## **Jewish Heritage Groups**

### Black Hebrew Israelite Nation

- Autopsy: Generally prohibited except in special circumstances.
- Burial: Specific requirements are uncertain and should be assisted by a rabbi.
- Cremation: In general, cremation is prohibited by Jewish law.

### Conservative Judaism

- T Autopsy: Permitted when the health of the community is benefited, the ends of justice are promoted, or medical science is advanced.
- Burial: The requirements include ritual cleansing of the body, clothing the body in white linen, shrouds and prayer shawl, and the use of a simple wooden coffin.
- Cremation: Not permitted. Burial in the earth is required.

### Orthodox Judaism

- Autopsy: Not permitted except in very unusual circumstances (e.g., promoting justice), because of prohibition against mutilation of the body and disrespect for the dead. A rabbi should be consulted before autopsy.
- Burial: The requirements include ritual cleansing of the body, clothing the body in white shrouds and prayer shawl, and the use of a simple wooden coffin.
- Cremation: Prohibited. Burial in the earth is required.

### Reconstructionist Judaism

- Autopsy: Reconstructionist Judaism does not object to autopsy, and certainly approves of it when it involves health considerations or promotes the ends of justice.
- Burial: Observance of traditional practices is a matter of personal choice, decided upon by the family in consultation with the rabbi.
- Cremation: Individual choice. In belief and practice most Reconstructionist Jews choose burial in the ground, in keeping with Jewish custom.

### Reform Judaism

- Autopsy: Permitted when medically necessary, unless the family



objects.

Burial: Observance of traditional practices is a matter of personal choice, decided upon by the family in consultation with a rabbi.

Cremation: Individual choice. Most choose burial in the earth.

### **Sikh Groups**

#### Health, Happy, Holy Organization

Autopsy: No restrictions.

Burial: No restrictions.

Cremation: No restrictions.

#### Sikh Dharma

Autopsy: No restrictions.

Burial: Sikhs are traditionally cremated. Normally the body should be prepared for cremation by a qualified minister.

Cremation: Preferred.

### **Other Groups**

#### American Council of Witches

Autopsy: Generally no restrictions.

Burial: Practices vary widely. In case of death, the coven to which the witch belongs should be contacted.

Cremation: Many prefer it, but local coven should be consulted.

#### Baha'i Faith

Autopsy: Generally permitted.

Burial: The body is not to be embalmed unless state law requires. Internment must take place within an hour's travel time from the place of death.

Cremation: Forbidden.

#### Church of Satan

Autopsy: No restrictions.

Burial: The priests of the Church of Satan perform funerals, and the Central Grotto should be contacted in case of death.

Cremation: Only permitted in extreme circumstances, such as an expedient measure where it is necessary to safeguard the health of others.

#### Churches of Scientology

Autopsy: No restrictions.

Burial: There are no special burial or funeral facilities required.

Cremation: No restrictions.

#### The Foundation Faith of the Millenium

Autopsy: No restrictions.

Burial: If an individual member requests it, his/her body is brought to a Foundation Faith Center for the service, or a memorial service is held after a burial in a foreign land.

Cremation: Individual choice; no restrictions.

#### Gardnerian Wicca

Autopsy: No restrictions.

Burial: No restrictions.

Cremation: No restrictions.

#### Native American Church

Autopsy: No restrictions.

Burial: Protestant services are acceptable for members.

Cremation: Not allowed.

#### Universal Life Church

Autopsy: No restrictions.

Burial: No restrictions.

Cremation: No restrictions.

TAB D  
STANDARD AND JOB DESCRIPTIONS  
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**TAB D-1**

**SUPERVISORY CHAPLAIN, PASTORAL CARE SERVICE, JOB DESCRIPTION**

1. Advises the Commanding Officer on all matters related to religious ministries with the Fleet Hospital.
2. Provides for pastoral care and counseling, patient visitation, sacramental ministries, and religious education as an integral part of the healing and caring team of the hospital.
3. Advises the NAVMEDCOM Staff Chaplain via the appropriate GEOCOM Staff Chaplain, of personnel support requirements.
4. Establishes and submits Planned Ministry Objectives (PMO) for religious ministries throughout the Fleet Hospital.
5. Develops plans and programs to execute religious ministries within the Fleet Hospital.
6. Administers the Command Religious Program (CRP), in accordance with OPNAVINST 1730.1A, to meet the religious needs of all hospital personnel using assigned chaplains and other resource personnel.
7. Coordinates the ministries of all assigned chaplains with respect to religious faith and functional diversity in professional qualifications to meet the needs of personnel.
8. Provides supervision, guidance, and counseling for all personnel assigned to Pastoral Care Service.
9. Facilitates the continued training and professional development of all personnel assigned to the Pastoral Care Service.
10. Prepares evaluations on all personnel assigned to Pastoral Care Service for signature of the Commanding Officer.
11. Maintains liaison with Navy Relief Society, American Red Cross, and other agencies.
12. Serves as administrator of the Religious Offering Fund (ROF).
13. Compiles and analyzes statistical data to aid in better meeting the religious needs of all hospital personnel.
14. Insures the timely submission of all reports and correspondence.

**TAB D-2**

**CHAPLAIN, PASTORAL CARE SERVICE, JOB DESCRIPTION**

1. Functions as acting Director, Pastoral Care Service, in the absence of the Director.
2. Makes recommendations to the Director, Pastoral Care Service, concerning the use and assignment of all assigned enlisted personnel.
3. Prepares evaluations of all assigned enlisted prior to review by the Director, Pastoral Care Service.
4. Is the division officer of all assigned enlisted personnel.
5. Coordinates training for all assigned enlisted personnel.
6. Performs self-inspection on pastoral care service annually using TAB D-5.
7. Performs other tasks as assigned by the Director, Pastoral Care Service.

**TAB D-3**

**LPO, PASTORAL CARE SERVICE, JOB DESCRIPTION**

The LPO is responsible and accountable for the management of the office of Pastoral Care Service.

1. Supervises, trains, and monitors the career development of all assigned enlisted personnel.
2. Provides counseling and corrective action for all assigned enlisted personnel.
3. Initiates enlisted evaluations.
4. And the following from the Occupational Standards for RP1 and RP2:

(a) Administration.

- (1) Reviews completed job orders and work requests.
- (2) Serves as coordinator of religious education.
- (3) Supervises library operations.
- (4) Monitors required action for correspondence/messages.
- (5) Organizes and supervises the operation of the office of the chaplain.
- (6) Compiles and analyzes statistical data related to religious activities.
- (7) Processes appointment and certification of lay readers.
- (8) Writes directives and instructions.
- (9) Writes correspondence.
- (10) Establishes and maintains a reports control system.
- (11) Disposes of obsolete files and publications.
- (12) Establishes files.
- (13) Maintains files.
- (14) Reviews service records for information specified by chaplain.
- (15) Coordinates maintenance of religious facilities.
- (16) Maintains an organizational location of lay readers resources.

(b) Training.

(1) Provides instructor training to religious education volunteers.

(2) Schedules and instructs volunteer personnel in liturgical functions.

(3) Instructs personnel in basic customs and traditions of major religions.

(4) Instructs library assistants.

(c) Financial control.

(1) Maintains operating target (OPTAR) records.

(2) Serves as custodian of ROF.

(d) Logistics Support.

Determines requirements for equipment, supplies, and educational material.

(e) Graphics.

(1) Prepares visual presentations.

(2) Designs and lays out publicity material.

(f) Personnel support.

(1) Advises personnel of procedures for requesting reassignment for humanitarian or hardship reasons.

(2) Organizes and distributes devotional, religious education, and publicity material.

(3) Advises personnel of policies and procedures regarding use of religious facilities and equipment.

(4) Rehearses personnel for liturgical and ceremonial acts.

(5) Provides information and referral assistance.

(g) Security.

Ensures security of religious facilities, equipment, and supplies.

**TAB D-4**

**RP3, PASTORAL CARE SERVICE, JOB DESCRIPTION**

1. Administration.
  - (a) Uses sound principles of customer relations at customer points.
  - (b) Files records and correspondence.
  - (c) Performs receptionist duties.
  - (d) Operates office equipment.
  - (e) Types 30 words per minute.
  - (f) Prepares and processes administrative, operational, and ecclesiastical records and reports.
  - (g) Prepares schedule of religious facility(ies) usage.
  - (h) Transcribes chaplain interview records.
  - (i) Types and routes correspondence.
  - (j) Prepares worship bulletins.
  - (k) Types directives.
2. Publications.
  - (a) Maintains ecclesiastical reference library.
  - (b) Uses publications and directives.
  - (c) Maintains publications and directives.
3. Maintenance planning and quality control.

Prepares work request.
4. Financial Control.

Maintains financial records.
5. Logistics Support.
  - (a) Inventories material and equipment.
  - (b) Requisitions supplies and equipment.
6. Personnel support.
  - (a) Rigs religious facilities, equipment, and liturgical appointments.



- (b) Serves as sacristan.
- (c) Maintains religious music library.
- (d) Operates audio visual equipment.
- (e) Operates and maintains library.

7. Security.

Ensures the security of classified material.

8. Mechanical.

Performs operator maintenance on office equipment.

**TAB D-5**

**INSPECTION GUIDE FOR THE NAVAL HOSPITAL  
COMMAND RELIGIOUS PROGRAM**

What is the schedule of chaplain/lay reader services within the command?  
Does the schedule reflect an appropriate Command Religious Program (CRP)  
for all assigned personnel?

Ref: NAVREGS, 1973, Art 0722.2 & .3  
SECNAVINST 1730.7, Encl (1), Para 1b(1)  
OPNAVINST 1730.1A, Encl (1), Para 1b(1)

Is public worship conducted according to the manner and form of the  
chaplain's faith group?

Ref: NAVREGS 1973, Art 0722.2  
SECNAVINST 1730.7, Encl (3), Para 2e(2)  
OPNAVINST 1730.1A, Encl (3), Para 2e(2)  
OPNAVINST 3120.32A, Para 303.2a

Are Sabbaths and other religious holy days observed appropriately?

Ref: NAVREGS, 1973, Art 0722.2  
SECNAVINST 1730.7, Encl (1), Para 2a(3)(a)  
OPNAVINST 1730.1A, Encl (1), Para 2a(3)(a)

Are personnel who celebrate the Sabbath on a day other than Sunday  
afforded the opportunity to worship according to their religious  
principles/practices?

Ref: SECNAVINST 1730.7, Encl (1), Para 2a(3)(a)  
OPNAVINST 1730.1A, Encl (1), Para 2a(3)(a)

Does the CRP provide for special religious services, e.g., weddings and  
memorial services?

Ref: SECNAVINST 1730.7, Encl (3), Para 2e(2)  
OPNAVINST 1730.1A, Encl (2), Page 5, PMO Para b

Does the CRP provide for seasonal religious services, e.g., Yom Kippur,  
Passover, Holy Days of Obligation, Advent, Lent?

Ref: SECNAVINST 1730.7, Encl (3), Para 2e(2)  
OPNAVINST 1730.1A, Encl (2), Page 5, PMO Para c

Does the CRP Provide for religious education classes, e.g., adult  
religious education opportunities, sacramental preparation, bar/bat  
mitzvah preparation, etc?

Ref: SECNAVINST 1730.7, Encl (3), Para 2e(2)  
OPNAVINST 1730.1A, Encl (2), Page 5, PMO Para d

Does the chaplain encourage religious instruction through voluntary

classes and discussion groups?

Ref: SECNAVINST 1730.7, Encl (3), Para 2f(4)  
OPNAVINST 1730.1A, Encl (2), Para 3a(2)(c) and  
Encl (3), Para 2f(4)  
OPNAVINST 3120.32A, Para 303.2b 3  
MILPERSMAN 5820100, Para 2d

Does the CRP provide for other programs of religious ministry, e.g., retreats, music, marriage enrichment, films, etc?

Ref: SECNAVINST 1730.7, Encl (3), Para 2e(2)  
OPNAVINST 1730.1A, Encl (2), Page 5, PMO Para g

Does the CRP provide for regular pastoral visitation?

Ref: OPNAVINST 1730.1A, Encl (2), Para 5e

Does the CRP provide appropriate pastoral counseling (including group sessions)?

Ref: SECNAVINST 1730.7, Encl (3), Para 2f(3)  
OPNAVINST 1730.1A, Encl (2), Page 5, PMO Para f  
& Encl (3), Para 2f(3)  
OPNAVINST 3120.32A, Para 303.2b 4

Does the CRP provide for appropriate duty watches and availability plans, such as evening activities, weekends, and response to crisis situations?

Ref: OPNAVINST 1730.1A, Encl (2), Page 5,  
PMO Para h  
NAVMEDCOMINST 1730.2, Encl (2), Para 9 (under review)

Is the CRP adequately publicized? How is this accomplished?

Ref: OPNAVINST 1730.1A, Encl (2), Para 3a(2)

Is the provision of religious ministry to hospitalized personnel adequate?

Ref: SECNAVINST 1730.7, Encl (3), Para 2f(3) & (5)  
OPNAVINST 1730.1A, Encl (3), Para 2f(3) & (5)  
MILPERSMAN 5820100, Para 2e

Is the CRP responsive to the religious needs of patients and staff, including faith groups not represented by assigned chaplains?

Ref: NAVMEDCOMINST 1730.2, Encl (2), Para 5 (under review)

Does the CRP provide for an effective ministry of visitation to hospital patients and provide for the direct spiritual care of patients and staff, with a consistent program of visitation?

Ref: NAVMEDCOMINST 1730.2, Encl (2), Para 5 & Encl (3), Para 1e  
(under review)

Is there a coordination of ministry of all assigned chaplains with respect to religious faith and functional diversity in professional qualifications to meet the needs of hospital patients and staff?

Ref: NAVMEDCOMINST 1730.2, Encl (2), Para 6 (under review)

At general recalls, critical care emergencies, mass casualty drills, and cardiac arrest codes does each chaplain, as required, report to the appropriate officer in charge?

Ref: NAVMEDCOMINST 1730.2, Encl (3), Para 1f (under review)

Are regular visits made to confined personnel?

Ref: NAVMEDCOMINST 1730.2, Encl (3), Para 1g (under review)

Is the chaplain a department head or principal staff officer directly under the Executive Officer?

Ref: SECNAVINST 1730.7, Encl (1), Para 2b(1)  
OPNAVINST 1730.1A, Encl (1), Para 2b(1)  
OPNAVINST 3120.32A, Para 303.2a

Does the chaplain have direct access to the Commanding Officer?

Ref: NAVREGS, 1973, Art 1107  
SECNAVINST 1730.7, Encl (1), Para 2b(2)  
OPNAVINST 1730.1A, Encl (1), Para 2b(2)

Does the chaplain keep the designated Public Affairs Officer informed of the activities of CRP personnel that may be of public interest?

Ref: SECNAVINST 1730.7, Encl (3), Para 2f(10)  
OPNAVINST 1730.1A, Encl (3), Para 2f(10)  
MILPERSMAN 5820100, Para 3i

Is command support of the CRP acknowledged in the local Standard Operating Procedures (SOP)/Command Instruction?

Ref: OPNAVINST 1730.1A, Encl (2), Para 3a

Have Planned Ministry Objectives (PMO's) been developed and submitted for approval via the chain of command?

Ref: OPNAVINST 1730.1A, Encl (2), Page 5, PMO, Para

Does the chaplain conduct investigations into requests for emergency leave and then make appropriate recommendations to command regarding these requests?

Ref: OPNAVINST 3120.32A, Para 303.2b 5

Does the chaplain advise the Executive Officer and Commanding Officer in matters of policy bearing on the welfare, morale, and spiritual well-being of all assigned personnel on a regular basis?

Ref: SECNAVINST 1730.7, Encl (3), Para 2e(1)  
OPNAVINST 1730.1A, Encl (3), Para 2e(1)  
OPNAVINST 3120.32A, Para 303.2b 6

Does the chaplain conduct liaison between the command and the following organizations/programs?

Ref: OPNAVINST 3120.32A, Para 303.2b 7

Navy Relief

Ref: OPNAVINST 3120.32A, Para 303.2b 7

American Red Cross

Ref: SECNAVINST 5760.1B  
OPNAVINST 3120.32A, Para 303.2b 7

Drug and Alcohol Programs

Ref: SECNAVINST 5300.28  
OPNAVINST 5350.4, Para 8f(3)  
NAVMEDCOMINST 5350.2

Family Advocacy Program

Ref: SECNAVINST 1752.3, Para 7c(2)  
BUMEDINST 6320.57

Is the chaplain familiar with the procedures to be utilized for U.S. military personnel who desire to be married overseas?

Ref: BUPERSINST 1752.1

Is the/a chaplain assigned to the emergency room (or other appropriate area) during emergency casualty drills who will minister to the injured/wounded and dying?

Ref: SECNAVINST 1730.7, Encl (3), Para 2f (6)  
OPNAVINST 1730.1A, Encl (3), Para 2f (6)  
MILPERSMAN 5820100, Sect 3f

Is the chaplain familiar with procedures used in the conduct of the Decedent Affairs program?

Ref: BUMEDINST 5360.1D

Is the chaplain familiar with the Graves Registration program utilized within Theaters of Operations?

Ref: NAVMED P-5016

Is the chaplain familiar with procedures used for burial at sea?

Ref: U. S. NAVREGS, 1973, Sect 1087-1094  
MILPERSMAN Art 5830250-350  
NAVPERS 15555A

Is the chaplain familiar with the Department of the Navy's Affirmative Action Program and Plans?

Ref: SECNAVINST 12713.12

Are all duties of the RP primarily in support of the supervisory/staff chaplain?

Ref: SECNAVINST 1730.7, Encl (1), Para 2c(2)  
OPNAVINST 1730.1A, Encl (1), Para 2c(2)

Are RP's being used in accordance with the occupational standards for the RP rating?

Ref: SECNAVINST 1730.7, Encl (1), Para 2c(2)  
OPNAVINST 1730.1A, Encl (1), Para 2c(2)  
NAVPERS 18068E

Are the RP's collateral duties appropriate?

Ref: SECNAVINST 1730.7, Encl (1), Para 2c(2)  
OPNAVINST 1730.1A, Encl (1), Para 2c(2)

Is an RP assigned as the command's lay reader?

Ref: SECNAVINST 1730.7, Encl (1), Para 2c(3)  
OPNAVINST 1730.1A, Encl (1), Para 2c(3)  
MILPERSMAN 5810150.2

Are lay readers appointed in writing by the command?

Ref: SECNAVINST 1730.7, Encl (1), Para 2d  
OPNAVINST 1730.1A, Encl (1), Para 2d

Are files properly maintained?

Ref: SECNAVINST 5210.11C  
SECNAVINST P5212.5B

Are the following directives/references easily accessible (when for use by chaplains, RP's, civil service employees, contractors, volunteers:

<u>DIRECTIVE/REFERENCE</u>	<u>SUBJECT</u>
U. S. Navy Regulations,	Navy Regulations
SECNAVINST 1640.9A	DON Corrections Manual
SECNAVINST 1730.7	Religious Ministries within DON
SECNAVINST 1900.10	Administrative Separation of Chaplains Upon Removal of Professional Qualifications
SECNAVINST 5210.11C	DON Standard Subject Identification Codes

	(SSIC)
SECNAVINST P5212.5B	Disposal of Navy and Marine Corps Records
SECNAVINST 5215.1C	Directives Issuance System
SECNAVINST 5216.5C	DON Correspondence Manual
SECNAVINST 5430.93	Mission of Chief of Chaplains
SECNAVINST 7000.23	Funding of Morale, Welfare, and Recreation Programs
SECNAVINST 7043.5A	Non-appropriated Fund Procurement Policy
OPNAVINST 1000.16E	Navy Manpower Policies and Procedures
OPNAVINST 1730.1A	Religious Ministries in the Navy
OPNAVINST 1754.1A	Family Support Programs
OPNAVINST 1770.1	Casualty Assistance Calls and Honors Support Program Coordination
OPNAVINST 3120.32A	Standard Organization and Regulations of the Navy
OPNAVINST 5510.1F	DON Information Security Program
OPNAVINST 6110.1B	Health and Physical Readiness Program
NAVMEDCOMINST 1730.2	Religious Ministries Within (currently under review) Naval Medical Command
NAVPUBINST 5215.3C	DON Directives Issuance System Consolidated Checklist
NAVPUBNOTE 5215	DON Directives Issuance System Consolidated Subject Index
NAVPERS 15505	SSIC for Chaplains
NAVPERS 15555	Navy Military Funerals
NAVPERS 15560	Navy Military Personnel Manual
NAVPERS 15665E	Navy Uniform Regulations
NAVPERS 18068E	Personnel Classification and Occupational Standards
NAVEDTRA 113	Handbook for Chaplains
NAVEDTRA 10052-AF	Bibliography for Advancement

NAVSO P-3520

Financial Management Policies and  
Procedures for Morale, Welfare, and  
Recreation Programs

OPNAV OP-09G-4

32 U.S. Navy Chaplains Program Support  
Guide

Orientation Handbook (from NAVMEDCOM Staff Chaplain).

Standard Operating Procedures (SOP) for the CRP (local).

Appropriate Lay Reader Manuals.

Chaplains Planning Guide.

Appropriate Regional and Hospital level directives.

Are professional reference materials belonging to the CRP strictly  
accounted for?

Ref: OPNAVINST 3120.32A, Para 310 c9

Are Standard Subject Identification Codes (SSIC's) used in official files?

Ref: SECNAVINST 5210.11C, Sect 2, Para 1 NAVPERS 15505

Are records of permanent value filed separately from records of temporary  
value?

Ref: SECNAVINST P5212.5B, Chap 1

Do correspondence files contain only the file copy of outgoing  
correspondence, incoming document, and any related material?

Ref: SECNAVINST 5210.11C, Sect 1, Para 2b

Are action messages properly filed?

Ref: SECNAVINST P5212.5B, Para 2100(11)

Are file folders "closed" and new files "opened" properly?

Ref: SECNAVINST 5210.11C, Sect 1, Para 5  
SECNAVINST P5212.5B, Part I, Chap 1, Para 9a

Are disposal labels posted?

Ref: SECNAVINST P5212.5B, Part I, Chap 2, Para 6, Step 8

Are records of historical value properly managed?

Ref: SECNAVINST P5212.5B  
OPNAVINST 5750.12C  
OPNAVINST 5750.13



Are required publications, directives, and changes on hand and current?

Ref: OPNAVINST 3120.32A, Para 310c

Have changes to publications and directives been properly entered?

Ref: SECNAVINST 5215.1C, Part II, Para 3c

Have current directives checklists been completely and properly worked?

Ref: NAVPUBINST 5215.32

Are directives properly filed and housed in the directives files?

Ref: SECNAVINST 5215.1C, Part II, Para 3b

Are locator/cross reference sheets used when required? Properly filed in the directives files?

Ref: SECNAVINST 5215.1C, Part II, Para 3b (and local instr.)

Are excessive/obsolete publications held?

Ref: OPNAVINST 3120.32A, Para 310c

Are authorizations for access to classified material on record/current/commensurate with the need to know?

Ref: OPNAVINST 5510.1G, Chap 20-22

Has the Active Duty Chaplain's Report (OPNAV 1730/3) been submitted for each chaplain as required?

Ref: SECNAVINST 1730.7, Encl (3), Para 2f(11)  
OPNAVINST 1730.1A, Encl (3), Para 2f(11)

Does the supervisory (senior) chaplain administer, supervise, and facilitate religious ministries and chaplain activities within the command?

Ref: SECNAVINST 1730.7, Encl (3), Para 4c(1)  
OPNAVINST 1730.1A, Encl (3), Para 4c(1)

Are RP's assigned normal food serviceman tours?

Ref: OPNAVINST 3120.32A, Para 620.7.6c

Is an "official" bulletin board maintained in an assigned departmental/divisional space? Is it readily accessible to assigned personnel? Are applicable instructions/notices posted thereon? Is the Plan of the Day/Week posted?

Ref: OPNAVINST 3120.32A, Para 520.8.1

Do all personnel have current security clearances? Are they entered in

each person's service record?

Ref: BUPERSINST 5521.2F

Are frequent inspections of personnel and material within the Department/  
Division accomplished?

Date of last zone inspection\_\_\_\_\_Findings?\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of last sea bag inspection \_\_\_\_\_

Ref: OPNAVINST 3120.32A, Para 310c 6

Is a current, up-to-date Watch, Quarter, Station Bill posted in the  
Departmental/Divisional spaces?

Ref: OPNAVINST 3120.32A, Para 602

Are all newly reported personnel thoroughly instructed in the requirements  
and procedures for the safeguarding of classified material and all other  
necessary security measures?

Ref: OPNAVINST 3120.32A, Para 310c 5 and Para 620.9.5c 3

Are fitness reports submitted in accordance with current directives?

Ref: NAVMILPERSCOMINST 1611.1, Sect 3

Are chaplains counseled regarding fitness reports?

Ref: NAVMILPERSCOMINST 1611.1, Sect 5, Para 5-20 c & d

Are enlisted evaluations submitted according to current directives?

Ref: NAVMILPERSCOMINST 1616.1A, Chap 3, Para 3-I-9.a

Are RP's counseled regarding evaluations?

Ref: NAVMILPERSCOMINST 1616.1A, Chap 1, Para 1-1j

Are all personnel fully aware of policies regarding sexual harassment in  
the Navy?

Ref: SECNAVINST 5300.26  
OPNAVINST 5350.5  
OPNAVINST 12720.3

Are all personnel fully aware of the government's Equal Opportunity  
Program?

Ref: SECNAVINST 5350.6B  
OPNAVINST 5354.1A  
NAVMEDCOMINST 5354.4

Is the senior (supervisory) chaplain familiar with the mobilization plan for the chaplain/RP section including the M-MARP or the Navy's Total Force Manpower Mobilization Plan (MMP)?

Ref: OPNAVINST 3061.2

Are all assigned personnel in compliance with Department of the Navy grooming/appearance standards?

Ref: NAVPERS 15665E

Are chaplains/RP's complying with the Navy physical fitness program?

Ref: SECNAVINST 6100.1  
OPNAVINST 6110.1B

Date of last physical fitness test? \_\_\_\_\_

Results from last test: (indicate number of personnel in each category below)

Outstanding\_\_\_\_\_

Excellent\_\_\_\_\_

Good\_\_\_\_\_

Satisfactory\_\_\_\_\_

Minimum Standard\_\_\_\_\_

Failed\_\_\_\_\_

Are all assigned personnel familiar with the Department of the Navy's policy on fraternization?

Ref: Manual for Courts Martial, Art. 134, Para 83

Are all assigned personnel instructed in the Code of Conduct for Members of the Armed Forces of the United States?

Ref: NAVREGS, Art 1122  
SECNAVINST 1000.9  
OPNAVINST 1000.24

Are all personnel instructed in Standards of Conduct?

Ref: SECNAVINST 5370.2H, Para 8c & d

Is the chaplain familiar with the procedures used to process requests for Conscientious Objector status?

Ref: MILPERSMAN 1860120, Para 6

Is the chaplain familiar with the procedures used to process requests for reassignments for humanitarian reasons?

Ref: TRANSMAN, Chap 18

Is the chaplain familiar with the procedures used to process requests for a hardship discharge?

Ref: MILPERSMAN 3620210

Is the library properly maintained and operated?

Ref: SECNAVINST 5070.3A  
NAVEDTRA 38021

Does the command comply with the reporting requirements for "terminally ill" personnel?

Ref: MILPERSMAN 4210100

Are supervisory personnel familiar with the Command Advancement Program (CAP)?

Ref: BUPERSINST 1430.17A

Are supervisory personnel aware of the Sailor of the Year Program (SOY)?

Ref: OPNAVINST 1700.10A

Is the chaplain familiar with the procedures used for reporting Special Incidents (OPREP-3)?

Ref: OPNAVINST 3100.6C

Is the CRP supported logistically in a timely manner?

Ref: U. S. NAVY REGS, Art 0727  
SECNAVINST 1730.7, Encl (2), Para 3a  
OPNAVINST 1730.1A, Encl (2), Para 3a

Is office equipment adequate and in good material condition?

Ref: OPNAVINST 3120.32A, Para 310c 9

Is the property account of ecclesiastical equipment current, i.e., have custody cards been signed by the current custodian?

Ref: NAVCOMPTMAN, Vol 3, Chap 6

Is a current inventory maintained of all CRP property?

Ref: OPNAVINST 3120.32A, Para 310c 9

Is all CRP property complete and properly maintained?

Ref: OPNAVINST 1730.1A, Encl (2), Para 3a(2)(a)  
OPNAVINST 3120.32A, Para 310c 9

Is the inventory of sacramental wine current and accurate?

Ref: OPNAVINST 1730.1A, Encl (2), Para 3a(2)(a)

Is there excess ecclesiastical equipment, furnishings, and material on hand?

Ref: NAVCOMPTMAN, Vol 3, Chap 6

Is unserviceable equipment, furnishings, and material in process of being replaced or refurbished?

Ref: NAVCOMPTMAN, Vol 3, Chap 6

Are all ecclesiastical materials and supplies adequate to support the CRP?

Ref: OPNAVINST 1730.1A, Encl (2), Para 3a(2) & (3)  
OPNAVINST 3120.32A, Para 310c 6

Is there a regular process for identifying equipment and material needs for the CRP?

Ref: OPNAVINST 1730.1A  
OPNAVINST 3120.32A, Para 310b 13

Is management of the petty cash fund in accordance with current directives?

Ref: NAVSO P-3520, Para 511 & 806

Is a consolidated ROF established and maintained?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4b(2)

Is the senior (supervisory) chaplain appointed in writing as the ROF Administrator?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4c(1)

Does the senior (supervisory) chaplain, as the ROF Administrator, approve disbursements up to the limit established by the Commanding Officer?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4c(1)

Are custodians appointed for each ROF sub-account?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4c(2)

Are these custodians members of the command?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4c(2)

Are the duties of the sub-account custodians in compliance with Navy policy?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4c(2)

Are all expenditures from the ROF appropriate?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4b(1)

Are ROF records properly audited?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4d  
NAVSO P-3520, Para 307

Are ROF's used in support of the CRP?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4b(1)

Are there appropriate internal controls for Religious Offering Funds?

Ref: SECNAVINST 5200.35, Encl (1), Para 1b

Is the ROF Statement of Operations and Net Worth posted in public view?

Ref: OPNAVINST 1730.1A, Encl(2), Para 4d(3)

Are these funds deposited in the consolidated ROF under the appropriate sub-account?

Ref: OPNAVINST 1730.1A, Encl (2), Para 4c(2)

Has unserviceable NAF property been surveyed, salvaged or sold?

Ref: NAVSO P-3520, Para 573

Is all ROF property/equipment accounted for properly by the NAF custodian?

Ref: NAVSO P-3520, Para 574.3

Are spaces dedicated to the CRP adequate (size, privacy, waiting area)?

Ref: OPNAVINST 1730.1A, Encl (2), Para 3a(2)(b)  
NAVFAC P-80  
NAVFACINST 11010.44D, Sect IV

Are spaces dedicated to the CRP in good material condition?

Ref: OPNAVINST 1730.1A, Encl (2), Para 3a(2)(b)  
OPNAVINST 3120.32A, Para 310c 6

Are spaces dedicated to the CRP clean?

Ref: OPNAVINST 3120.32A, Para 310c 12

Are spaces adequate for storage of supplies and equipment?

Ref: OPNAVINST 3120.32A, Para 310c 6

Does the senior (supervisory) chaplain advise the commander of facility deficiencies and project programs requiring facility improvements and expansion?

Ref: OPNAVINST 3120.32A, Para 310c 6

Is a continuing in service training program included in the PMO?

Ref: OPNAVINST 3120.32A, Para 310c 4 & 310c 16.1 & .6  
NAVMEDCOMINST 1730.2, Encl (2), Para 8

Is there an orientation training program for all chaplains and RP's, assigned?

Ref: NAVMEDCOMINST 1730.2, Encl (2), Para 8

Are RP's enrolled in appropriate nonresident career courses?

Ref: NAVPERS 18068E  
NAVEDTRA 10061-AQ

Is RP professional (rate) training adequate and in accordance with current local directives?

Ref: OPNAVINST 1730.1A, Encl (2), Para 3a(2)(d)  
OPNAVINST 3120.32A, Para 800  
BUPERSINST 1430.16, Para 200.2.1  
NAVMEDCOMINST 1730.2, Encl (2), Para 8

Are appropriate training records maintained, i.e., emergency casualty drills, team training, and instruction periods?

Ref: OPNAVINST 3120.32A, Para 820

Are appropriate training schedules maintained?

Ref: OPNAVINST 3120.32A, Para 820 thru 827

Is information regarding a record of courses for advancement maintained?

Ref: BUPERSINST 1430.16B, Para 200.2.3

Are completed advancement requirements for each RP properly recorded on the individual's Personnel Advancement Requirement (PAR) sheet (NAVPERS 1414/4) or the Division Officer's Personnel Record Form (NAVPERS 1070/6)?

Ref: OPNAVINST 3120.32A, Para 827  
NAVPERS 15560

Do all assigned personnel participate in General Military Training (GMT) as required?



Ref: OPNAVINST 1500.22C

Is teacher training for the various religious education teachers adequate?

Ref: SECNAVINST 1730.7, Encl (3), Para 2f(4)  
OPNAVINST 1730.1A, Encl (3), Para 2f(4)

Are the collateral duties of each chaplain appropriate?

Ref: SECNAVINST 1730.7, Encl (3), Para 2g  
OPNAVINST 1730.1A, Encl (3), Para 2g  
NAVMEDCOMINST 1730.2, Encl (3), Para 2

Is any chaplain assigned collateral duties that are specifically prohibited?

Ref: SECNAVINST 1730.7, Encl (3), Para 2g  
OPNAVINST 1730.1A, Encl (3), Para 2g  
NAVMEDCOMINST 1730.2, Encl (3), Para 2

**TAB E**  
**REFERENCES**

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E-5	SECNAVINST 5070.3
E-6	SECNAVINST 5200.35 *
E-7	SECNAVINST 5210.11
E-8	SECNAVINST P5212.5
E-9	SECNAVINST 5215.1
E-10	SECNAVINST 5216.5
E-11	SECNAVINST 5300.28 *
E-12	SECNAVINST 5350.6 *
E-13	SECNAVINST 5370.2 *
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E-27	OPNAVINST 5350.5 *
E-28	OPNAVINST 5354.1 *
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E-60	NAVEDTRA 287-02-45-81
E-61	NAVEDTRA 287-03-45-83
E-62	OPNAV OP-09G-4
E-63	Religious Requirements and Practices, A Handbook for Chaplains, Headquarters, Dept. of the Army.

\* These directives and publications are not required for mission of pastoral care, but are necessary for the overall functions of the Pastoral Care Service.

**TAB F**

**FORMS**

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